

# EMERGENCY FIRE PLAN

## (Non-inpatient areas)

### ON DISCOVERING A FIRE:

1. Operate the red call point and raise the alarm.
2. CALL **9-999** and explain the fire alarm has been activated.
3. Evacuate your area checking the rooms and closing doors behind you using a **DOOR PROCEDURE** where required and make your way to the assembly point supporting fire wardens where required with disabled persons.
4. Take a roll call ensuring all members of staff and service users are accounted for.
5. Fire Warden / Senior member of staff should nominate a deputy or themselves to meet the Fire Service. Inform them of the current situation, location of fire, location of evacuation party and where they are moving towards. Nature of any risks to Fire fighters (medical gases etc.)
6. Inform Estates and the Fire Safety Officer.

**DO NOT GO BACK INTO THE BUILDING UNTIL PERMISSION HAS BEEN GIVEN BY THE FIRE SERVICE**

### ACTIONS ON HEARING A CONTINUOUS FIRE ALARM:

1. Make sure all staff are aware the fire alarm is sounding and need to evacuate.
2. The Fire Warden / A member of staff will go to the nearest fire panel and receive information as exiting the building.
3. Evacuate your area checking the rooms and closing doors behind you using a **DOOR PROCEDURE** where required and make your way to the assembly point supporting fire wardens where required with disabled persons.
4. Take a roll call to ensure all members of staff and service users are accounted for and wait for instructions.
5. Fire Warden / senior member of staff are to collate information from the evacuation groups.
6. **If a fire is confirmed:-**
  - CALL **9-999**
  - Fire Warden / senior member of staff should nominate a deputy or themselves to meet the Fire Service. Inform them of the current situation, location of fire, location of evacuation party and where they are moving towards. Nature of any risks to Fire fighters (Oxygen cylinders etc.)
7. **Senior member of staff if certain there is no sign of fire can:-**
  - Return people back to where they were.
  - Inform and request Estates to reset the fire alarm panel.
  - Complete Datix report stating the cause of the alarm and complete RMPG02 (Fire Procedure) Appendix 4, Fire Evacuation Form.